A CHECKLIST FOR CHECKLISTS

Development -	→ Drafting -	→ Validation
☐ Do you have clear, concise objectives for your checklist?	Does the Checklist: □ Utilize natural breaks in workflow (pause points)? □ Use simple sentence structure and basic language? □ Have a title that reflects its objectives? □ Have a simple, uncluttered, and logical format? □ Fit on one page? □ Minimize the use of color? Is the font: □ Sans serif? □ Upper and lower case text? □ Large enough to be read easily? □ Dark on a light background?	Have you: ☐ Trialed the checklist with front line users (either in a real or simulated situation)? ☐ Modified the checklist in response to repeated trials? Does the checklist: ☐ Fit the flow of work? ☐ Detect errors at a time when they can still be corrected?
 Is each item: ☐ A critical safety step and in great danger of being missed? ☐ Not adequately checked by other mechanisms? ☐ Actionable, with a specific response required for each item? ☐ Designed to be read aloud as a verbal check? 		
☐ One that can be affected by the use of a checklist?		☐ Can the checklist be completed in a reasonably brief period of time?
Have you considered: ☐ Adding items that will improve communication among team members?		☐ Have you made plans for future review and revision of the checklist?
☐ Involving all members of the team in the checklist creation process?	□ Are there fewer than 10 items per pause point?□ Is the date of creation (or revision) clearly marked?	

Please note: A checklist is NOT a teaching tool or an algorithm